

# VANESSA JACKSON

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## WHY

My name is Vanessa and my WHY is to seek out and gain knowledge and understanding. HOW I do that is by asking clarifying questions. What I bring to new environments is my natural drive to build trusting relationships to have a positive impact, especially with people.

## SKILLS & ABILITIES

- Graduated Central New Mexico Community College (May 2020)
- Graduated Volcano Vista High School (May 2017)
- Proficient in Microsoft Word, PowerPoint, Excel, and Apple Adobe Photoshop
- Strong soft skills; adaptable, social, organized, and friendly with an excellent work ethic and enthusiastic attitude.
- English as a first language and practicing Spanish as a secondary language

## EDUCATION

**Central New Mexico Community College – Associate Degree in Liberal Arts** May 2020

- Maintained a 3.5 GPA, focus on English and English based courses; plan to study film and write screenplays
- Received General Studies Certificate (August 2019)

## EXPERIENCE

**Seasonal Sales Associate, Target Co. (4225 Crestview Dr. SE, Rio Rancho, NM, 87124)** November 2020 – January 2021

*Albuquerque, NM*

- Enhanced customer's shopping experience through welcoming interactions (target consumer demographic: families, adult males/females); set up and maintained displays of merchandise; organized inventory; help train new hires; aided in customer purchases, returns, exchanges, complaints, questions.
  - Store Number: 1117
  - Store Contact Number: (505) 994-2820

**Assistant Manager, Christopher and Banks Co. (10000 Coors NW 87114 at Cottonwood Mall)** February 2020 - August 2020

*Albuquerque, NM*

- Enhance customer's shopping experience through welcoming interactions (target consumer demographic: adult females); prep (clean/disinfect) fitting rooms and registers for shoppers; set up and maintain displays of merchandise; set up and maintain signage and store visuals; organize inventory; operational tasks including: open and close store, manage bank deposits and change orders, manage freight; complete online orders; aided in customer purchases, returns, exchanges, complaints, questions.
  - Store Number: 4342
  - Store Manager: Alison Glenna
  - Store Contact Number: (505) 792-5107

**Seasonal Sales Associate, Kohl's Inc. (6800 Holly Avenue NE 87113)** September 2019 – January 2020

*Albuquerque, NM*

- Enhanced customer's shopping experience through welcoming interactions (target consumer demographic: families, adult males/females); set up and maintained displays of merchandise; organized inventory; help train new hires; aided in customer purchases, returns, exchanges, complaints, questions.
  - Store Number: 1046
  - Store Manager: Robb Sisneros
  - Store Contact Number: (505) 796-0364

**Production Assistant, EG Casting (304 Washington St SE 87108)**

May – June 2019

*Albuquerque, NM*

- Worked alongside Elizabeth Gabel to as I learned the 'ins and outs' of the film industry by completing paperwork for extras on set and assisting other Production Assistants on set.
  - Supervisor: Elizabeth Gabel (Independent Contractor of EG Casting):
  - Reference Number: 505-203-0884

**Sales Associate, Forever 21 (10000 Coors NW 87114 at Cottonwood Mall)**

May 2018 – June 2019

*Albuquerque, NM*

- Enhanced customer's shopping experience through welcoming interactions (target consumer demographic: adolescent females); set up and maintain displays of merchandise; organize inventory; help train new hires; aided in customer purchases, returns, exchanges, complaints, questions.
  - Store Number: 0202
  - Store Manager: Ashley Roberts
  - Store Contact Number: (505) 600-4735

**Solid Waste Cleaning Crew Member, City of Albuquerque (4600 Edith Blvd NE 87107)**

Summer of 2015

*Albuquerque, NM*

- Performed manual labor tasks in support of assigned area and assist in general maintenance of a wide range of City facilities and operations for the Mayor's 'New Mexico True' campaign
  - Supervisor: William (Billy) Gallegos (Superintendent)
  - Company Contact: 505-768-3700 (<http://CABQ.GOV>)

COMMUNITY CONTRIBUTION/VOLUNTEER WORK

**Production Assistant, Albuquerque Film and Music Experience**

July 13-21, 2019

*Albuquerque, NM*

- Aided in the filming of AFMX commercials; built light, camera, and set equipment (grip team); worked alongside fellow film interns, students, actors and actresses, camera men, directors and producers

**Bio-Park Nature Guide, ABQ Bio-Park (Zoo, Aquarium, and Botanical Gardens)**

Summer of 2013, 2014, 2015

*Albuquerque, NM*

- Reported to work on time and in uniform and built/maintained 'nature displays' to teach park visitors of all ages the importance of conservation; worked alongside fellow nature guides and nature guide directors who also felt passionately about nature conservation